



Policy No: 7

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Safeguarding Policy

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Version control

Approved/amended date	Version	By	Issue
1 October 2018	1	Board of Trustees	New policy
7 September 2020	2	Board of Trustees	Amend re CIO & general updates

Safeguarding Policy

1. Introduction

Every individual has a right to a life free from fear, to be treated with dignity and respect and not have to do anything they do not want to.

Safeguarding is a key governance priority for The Friends of York Hospitals (FOYH). We are committed to keeping safe the vulnerable people with whom we work alongside and acknowledge our duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers and trustees can work to prevent abuse and know what to do in the event of abuse.

This policy provides a framework for FOYH to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring;
- ensure that any allegations or suspicions of abuse are dealt with appropriately and the person experiencing abuse is supported; and
- stop that abuse occurring.

The FOYH Charity works within the York Teaching Hospitals NHS Foundation Trust and will comply with all Safeguarding Policies and procedures adopted by that NHS Trust.

This policy applies to all staff, volunteers, trustees, students and anyone working on behalf of FOYH.

2. Charity Commission – Expectations of trustees

The Charity Commission advises that Safeguarding is a key governance priority for all charities, not just those working with groups traditionally considered at risk.

There are four clear expectations of trustees:

- provide a safe and trusted environment. Safeguarding involves a duty of care to everyone who come into contact with the charity, not just vulnerable beneficiaries like children and young people
- set an organisational culture that prioritises safeguarding, so it is safe for people to report incidents and concerns in the knowledge they will be dealt with appropriately
- have adequate safeguarding policies, procedures and measures to protect people and make sure these are made public, reviewed regularly and kept up to date
- handle incidents as they arise. Report them to the relevant authorities including the police and the Charity Commission. Learn from these mistakes and put in place the relevant mechanisms to stop them happening again

3. Safeguarding duties

FOYH must take reasonable steps to protect those connected with the charity from harm. This includes:

- people who benefit from the charity's work including patients, relatives, carers
- volunteers and trustees
- staff
- other people connected to our activities

Safeguarding means the range of measures in place to protect people in a charity, or those it comes into contact with, from abuse and maltreatment of any kind.

4. Safeguarding measures

Safeguarding measures in place within FOYH are:

4.1 Appointment/disqualification of trustees: The rules on disqualification mean that individuals cannot act as a trustee or a senior manager of a charity for a range of reasons, including being on the sex offenders register, unless they have a waiver from the Charity Commission. For new trustees, the Charity Commission guidance at <https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities> is checked.

4.2 Criminal Records Checks: There are legal restrictions under safeguarding legislation on who can be involved in working with children and adults at risk.

Appropriate checks are requested from the Disclosure and Barring Service for staff, volunteers and trustees depending on their role within the charity. Appendix 1 details the appropriate levels of checks.

4.3 Reporting: All volunteers, trustees and staff are aware that if they become concerned that there is a real risk of harm occurring to a patient it should be reported to either the nurse in charge of the ward or department or the relevant Safeguarding Team within the hospital. Details of how to report a concern are detailed within the Volunteer Handbook. The Volunteer Manager & Administrator (VMA) will also give advice if necessary.

Contact details of the Safeguarding Teams are displayed within the FOYH Office and across the hospital.

Appendix 2 details the signs and symptoms of abuse.

Where a volunteer feels that they are themselves the subject of abuse by staff, patients or carers, they can report it to the VMA who will contact the relevant NHS Trust Safeguarding lead for appropriate action.

4.4 Training: All volunteers who work with children are required to complete a level 1 Safeguarding Training worksheet exercise as provided by the York Teaching Hospitals NHS

Foundation Trust's Safeguarding Team. They are also given a leaflet detailing the current Safeguarding contacts in case they need to report a concern.

Records of all training will be maintained by the VMA.

4.5 Investigations: Investigations of safeguarding issues arising within the hospital will be led by the York Teaching Hospitals NHS Foundation Trust in accordance with their Safeguarding Policies and procedures.

FOYH staff, volunteers and trustees will support and co-operate with any safeguarding enquiries /investigations carried out by the York Teaching Hospitals NHS Foundation Trust.

5. Dealing with safeguarding incidents and allegations

Where an incident involves a volunteer, trustee or member of staff as the alleged perpetrator the FOYH will report the incident to the York Teaching Hospitals NHS Foundation Trust which will manage the issue in accordance with their Safeguarding policies. The Chairman (or deputy) will be the FOYH named contact for liaison in relation to such issues.

FOYH will support the investigation by:

- Suspending the alleged perpetrator until the outcome of the investigation is known
- managing reports of incidents, allegations and risks recording and storing these securely
- identify and manage risk
- make reports where necessary to the police, social services and other agencies as required by the NHS Trust Safeguarding Policies
- where the criteria are met, send a serious incident report to the Charity Commission
- make changes to reduce the risk of further incidents
- not lead potential witnesses or contaminate evidence
- If the allegation is substantiated, take the appropriate disciplinary action

6. Monitoring of safeguarding issues

The trustees will be informed, by the Chairman (or deputy) of the outcome of any safeguarding issues which involve a volunteer, trustee or member of staff of FOYH as the alleged perpetrator. This will not include investigations where volunteers, trustees or staff are involved as witnesses as such investigations will be confidential to the lead organisation.

If there is no imminent trustee meeting, a special meeting of the trustees will be called at the discretion of the Chairman (or deputy).

7. Review of policy

This policy will be reviewed every 2 years or sooner in the event of changes in guidance or legislation.

Criminal Records Checks

Level of DBS checks for FOYH Volunteer Posts August 2017*

TITLE	LEVEL OF CHECK	BARRED LISTS
Cardio Respiratory Admin Support	Standard – if in ward area - otherwise no check required	None
Children’s Arts & Crafts (Children’s Centre)	Enhanced	Children
Children’s Arts,Crafts & Play Helper (Children’s Ward)	Enhanced	Children
Guides Service Volunteer	Standard	None
Maternity Admin Support	Standard – if in ward area - otherwise no check required	None
Office Support Volunteer	No check required	n/a
Online Support Volunteer	No check required	n/a
Patient Refreshments Volunteer	Standard	None
Singing Group Volunteer	Standard – if regularly on ward. 'One-off' or trial singers: no check required	None
Talking & Reading Service Volunteer	Enhanced	Adults
Trolley Services Volunteer Teams	Standard	None
Visual Assistant Volunteer	Enhanced	Adult
Trustees	Standard	None
Volunteer Manager & Administrator	Standard	None

*As agreed with York Teaching Hospitals NHS Foundation Trust

Recognising the signs and symptoms of abuse

FOYH is committed to ensuring that all staff, trustees and volunteers recognise the importance of safeguarding vulnerable people: children and adults.

“Abuse is a violation of an individual’s human and civil rights by any other person or person” (No Secrets: Department of Health 2000)

Abuse includes

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and culture, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.